

INVOICE

[Your Name/Company]

[Street Address]

[City, State, Zip]

[Email/Phone]

Invoice #: [000]

Date: [Date]

Due Date: [Date]

Bill To:

[Client Name]

[Client Company]

[Client Address]

Service Description	Source/Target Language	Quantity (Mins/Words)	Rate	Amount
Transcription: [File Name]	[Language]	[0.00]	[\$[0.00]]	[\$[0.00]]
Translation: [Project Name]	[Source] to [Target]	[0.00]	[\$[0.00]]	[\$[0.00]]
Proofreading/Editing	[Language]	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]

Total: \$[0.00]

Payment Instructions:

Please make checks payable to [Your Name].

Bank Transfer: [Bank Name] | Acc: [Number] | Routing: [Number]

PayPal: [Your Email]